

RECORDS RETENTION AND DISPOSAL SCHEDULE

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Agency City of Salisbury		Division/Unit Community Development
ITEM NO.	DESCRIPTION	RETENTION
1.	Grants. -CDBG & HOME summary of costs, correspondence, copies of invoices, financial status reports, request for funds, final request for reimbursement and other statistical documentation.	Retain for life of grant plus 5 years and all audit requirements have been fulfilled (period required to keep by grant or program), then destroy.
2.	Community Legacy, Program Open Space, Community Parks & Playgrounds & Neighborhood Grants summary of costs, correspondence, copies of invoices, financial status reports, request for funds, final request for reimbursement and other statistical documentation.	Retain for life of grant plus 3 years and all audit requirements have been fulfilled (period required to keep by grant or program), then destroy.
3.	Final Expenditure Report(s) (Non-Continuing Grants). -End of a project report accounting for the expenditure of grant funds submitted.	Same as Item 2.
4.	Financial Support Documents (Continuing Grants). -Working papers, summaries, spreadsheets and other data reflecting the expenditures of grant funds.	Same as Item 2.
5.	Financial Support Documents (Non-Continuing Grants). -Working papers, summaries, spreadsheets and other data reflecting the expenditures of grant funds.	Same as Item 2.
APPROVED BY DEPARTMENT REPRESENTATIVE DATE <u>7/31/06</u> SIGNATURE <u><i>Deborah J. Stam</i></u> TYPE NAME <u>Deborah J. Stam</u> TITLE <u>Community Development Director</u>		SCHEDULE AUTHORIZED BY STATE ARCHIVIST DATE <u>11 Dec 06</u> SIGNATURE <u><i>Edward C. Saperstein</i></u>

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6.	Grant Agreement(s). -Official statements of the terms and conditions of the grant agreed upon and signed by the grantor and the grantee.	Same as Item 2.
7.	Grant Application(s) - (Approved) -Narrative of nature and purpose of proposed project, amount of funds requested, matching funds, in-kind contribution(s), and plan of work.	Same as Item 2.
8.	Grant Application(s) - (Not Approved)	Retain 1 year, then destroy.
9.	Grant Project Warrant(s), Checks, Vouchers and Registers.	Retain 6 years or until all audit requirements have been fulfilled (period required to keep by grant or program), then destroy.
10.	Project Reports. -Progress, problems and success reports in completion of grant project. (Periodic, annual, special and final).	Same as Item 2.